

Effort Reporting Frequently Asked Questions

Who do I call if I have questions?

Call Heather Holden with all questions concerning Effort Reporting Certification

Who was involved in creating this policy?

This policy was drafted by the Offices of Budgets & OSP. The draft was presented to the Vice Presidents, Research Council and Faculty Senate where feedback was received and revisions were made and resubmitted for review.

What ifs:

If a unique situation arises which prevents you from being able to perform the effort on the award, you will work with your CA to see if documentation is needed to justify the situation. This will be on a limited basis.

Are there different guidelines for different types of awards?

No, all awards must follow this policy.

What if I am not committed on a project?

If you are not committed to a project, you are not key personnel. You will not see the committed effort on the left hand side of the effort report. This is fine as you are only certifying the actual effort, which is the information, provided on the right hand side of the effort report.

Are we not certifying when we sign our BLLR?

No, BLLR's do not always represent true after the fact information.

Is there a problem with working more on an award than you are charging?

Yes, if you are working on a contract and not charging to it, who are you charging that time to? This could be a cost share that needs to be set up. (Contact the Office of Sponsored Programs)

Can we see this information before the certification?

Yes, you will be able to see the report as it is updated throughout the quarter or semester. You can also contact your College's Contracts and Grants Coordinator or your Center's Budget Analyst, depending on how your award is routed, and they will be able to provide that information also.

What is the lag time between payroll and the certification report?

There will be about 1-2 weeks in between. Each Effort Report will consist of full pay periods.

Is the 1% minimum charge for a PI & key personnel a new policy also?

No, this policy was instituted in 2005.

If you are a PI, Co-PI, or key personnel listed on an award you are required to charge a minimum of 1% effort all awards that you are listed on.